

E-rate Form 498 for Libraries

Lauren Abner

April 26, 2018

**Updates on banking validation
added 8/30/2018**

Disclaimers



- These instructions represent my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can come only from the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC).**
- What I present today is correct to the best of my knowledge, but what you see in the E-rate Productivity Center may be different.

What is the Form 498?

- Provides direct deposit information for E-rate invoicing
- **Required only for libraries that use Billed Entity Applicant Reimbursement (BEAR) Forms** to receive funding after paying the full bill upfront

Benefits of Form 498

- Only required once – modify if banking information or contact person changes
- Reimbursement via direct deposit will happen in about 6 calendar days – it was about 30 days for the previous method

Common 498 Questions

- **Q: *Must I file a Form 498 for each of my branches?***
 - A: No. Your library system has a Billed Entity Number (BEN) that handles E-rate filing on behalf of all your branches. If you have one bank account where you want all E-rate reimbursement to be deposited, then you need only one form.
- **Q: *Can I submit multiple Forms 498 if I want to use two or more bank accounts for reimbursement?***
 - A: Yes, you can file a different Form 498 for each bank account you want to reference on the BEAR form.
- **Q: *Can deposits be made directly to a savings account?***
 - A: No. The deposits are coded for checking accounts only. You can transfer the funds to the library's savings account later.

EPC Permissions for the 498

- EPC users with the Form 498 permission level of “**General Financial Contact**” can fill out the form but cannot certify it.
- EPC users with the Form 498 permission level of “**School or Library Official**” can both fill out and certify the form.
- See slides 9-12 for instructions on updating permission levels.

Info you need

- **Federal Employer Identification Number (EIN)**
- **FCC Registration Number** – this is part of your library system's profile in the E-rate Productivity Center and will auto-populate in the form
- **DUNS Number** – see slide
- **Banking info** - name of bank, transit (routing) number, and account number

DUNS Numbers

- Most libraries already have a data universal numbering system (DUNS) number assigned.
- Use the Dun & Bradstreet website to lookup, update, or request a DUNS number:
<http://www.dnb.com/duns-number.html>
- Call 866-990-5845 for assistance.

Updating User Permissions

You may need to update permissions before starting or certifying a Form 498.

Account Admin Makes Changes

The screenshot shows the USAC landing page. At the top is a blue navigation bar with links: News, Tasks (4), Records, Reports, and Actions. On the right of this bar is a user profile for Lauren Abner with the Appian logo. Below the navigation bar, the page is titled "My Landing Page". On the left is the USAC logo and the text "Training Universal Service Administrative Co.". On the right is a list of links: Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 480 | Appeal | FCC Form 500 | SPIN Change | Service Substitution | Manage Users | Manage Organizations | USAC Website | Contact Us | Help. The "Manage Users" link is circled in blue. A yellow callout box points to the "Manage Users" link, and a blue callout box points to the "Manage Users" link. Below the links is a table with columns: Notification, Description, Issued Date, Generated By, and Generated On. The table is empty, and the text "No items available" is displayed at the bottom.

News Tasks (4) Records Reports Actions Lauren Abner Appian

My Landing Page

Training
Universal Service
Administrative Co.

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 480 |
Appeal | FCC Form 500 | SPIN Change | Service Substitution | Manage Users
| Manage Organizations | USAC Website | Contact Us | Help

Welco
Noti
Noti

The EPC Account Administrator for the library can change user permissions.

From the landing page, click on the Manage Users link near the upper right corner.

Notification	Description	Issued Date	Generated By	Generated On
No items available				

Manage User Permissions

News Tasks (4) Records Reports Actions Lauren Abner Appian

Training
Universal Service
Administrative Co.

Manage Users

Existing Organizations

<input checked="" type="checkbox"/>	Organization ID	City	State
<input checked="" type="checkbox"/>	Pioneer County Public Library System	Boonesburg	KY

Cancel Create a New User Add and Remove Existing Users Manage User Permissions

Check the box beside the library's name, then click on the Manage User Permissions button.

If you need to add a new user, use the Create a New User button.

498 Permission

Manage User Permissions

Organization Details

Name Pioneer County Public Library System
Address 100 Main Street
Boonesburg, KY 41700
Mailing Address 100 Main Street
Boonesburg, KY 41700

FCC Registration Number 0123456789
Organization
Phone Number

Descriptions of the Form 498 permission levels appear here.

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks and functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
Lauren Abner	library.system10.user1@mailinator.com	<input type="checkbox"/>	Full	Full	School or Library Official	Full	Full	Full
Susie Librarylady	susie.librarylady@mailinator.com	<input type="checkbox"/>	Full	Full	School or Library Official	Full	Full	Full
		<input type="checkbox"/>	Full	Full	School or Library Official	Full	Full	Full

On the grid of user permissions, change the 498 Permission for the appropriate user, then click on Submit.

SUBMIT

Form 498 Walkthrough

Locating the Form 498 in EPC

My Landing Page



Training
Universal Service
Administrative Co.

Log into the E-rate Productivity
Center: <http://portal.usac.org>

Welcome, Pioneer County Public Library System!

Notifications

Notification Type

Funding Year

Notification	Description	Is

On My Landing Page,
click on the name of
your library system.

My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	40069
Loganville Branch Library	209	Loganville	KY	40078
Pioneer County Public Library Main Branch	210	Boonesburg	KY	40069
Pioneer County Bookmobile	211	Boonesburg	KY	40069

Related Actions

Records / Applicant Entities

#208 - Pioneer County Public Library System



CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS



Summary

Customer Service

Modifications

Additional Information

Discount Rate

Contracts

FCC Forms

FRN Appeals

News

Related Actions

Organization Details

Name Pioneer County Public Library System

Entity Number 208

FCC Registration Number 0123456789

Applicant Type Library System

Status Active

Contact Information

Physical Address 100 Main Street
Boonesburg, KY 41700

Mailing Address 100 Main Street
Boonesburg, KY 41700

Account Administrator

Name Lauren Abner

General Contact

Name Lauren Abner

From the library system profile,
click on the Related Actions link.













Create FCC Form 498

Records / Applicant Entities

#208 - Pioneer County Public Library System



Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

-  **Create a New User**
This function allows you to create a user for your entity.
-  **Add or Remove Existing Users**
This process allows user to add and remove users from an organization
-  **Manage User Permissions**
This function allows you manage the permissions for one or more users.
-  **Manage Organization**
This function allows you to update information about an entity or s
-  **Modify Account Administrator**
This process allows you to transfer the Account Administrator func
-  **Create a Customer Service Case**
This function allows you to submit a question about an E-rate form
submit a specific request or an attachment.
-  **Manage General Contact**
This function allows you to designate the general contact for your entity.
-  **Manage Organization Relationships**
Process to relate an Organization to another Organization
-  **Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.
-  **Create FCC Form 471**
This function allows you to create an FCC Form 471 for your entity.
-  **Create FCC Form 498**
This function allows you to create an FCC Form 498 for your entity.
-  **Create FCC Form 486**
This function allows you to create an FCC Form 486 for your entity.

**Click on the Create
FCC Form 498 link.**

Form 498 – 1st page

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit -

Basic Information	General Financial Contact	Organization Numbers	Remittance Information	Associated
<div>Application Nickname Please enter an application nickname here * <input type="text" value="Pioneer County Public Library FY 2018 direct deposit"/></div>				
<div>Organization Information Name <input type="text" value="Pioneer County Public Library System"/> Name Company is Doing Business As (DBA) or Formerly Known As (FKA) <input type="text"/> Holding Company Name <input type="text"/></div>		<div>Mailing Address <input type="text" value="100 Main Street"/> <input type="text" value="Boonesburg, KY 41700"/> Federal EIN, or TAX ID N <input type="text"/></div>		

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate under the 'Tasks' tab.

DELETE FORM

SAVE AND CONTINUE

Enter a nickname on this page—that is the only information you should enter. Leave ALL other fields blank. Then click on the Save and Continue button.

General Financial Contact (1/2)

SAVE DRAFT

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form is used to provide contact and remittance information for the organization. All BENs associated with this organization and banking/remittance information are used for School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library System
443000170

Basic Information **General Financial Contact** Organization Numbers Remittance Information Associated Users

General Financial Contact of Pioneer County Public Library System

Enter General Financial Contact *

lauren

 **Lauren Abner**
library.system10.user1@mailinator.com

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this 'Tab' tab.

DELETE FORM

Enter a name for the General Financial Contact (must be an EPC user). When you start typing, the name should pop up—click on it, and the system will pull the contact information from the user's EPC profile.

General Financial Contact (2/2)


News Tasks **Records** Reports Actions

Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit - 443000170

Basic Information General Financial Contact Organization Numbers Ref Info

General Financial Contact of Pioneer County Public Library

Enter General Financial Contact *

 Lauren Abner x

First
Lauren

Middle Initial

Last
Abner

Phone Number
502-564-1728

Phone Number Extension

E-mail
library.system10.user1@mailinator.com

City
Boonesburg

State
KY

Zip Code
40069

Zip Code Extension

The contact information that appears is pull from the user's individual EPC profile. To make updates, users can access their profiles in the menu near the upper right.

If the General Financial Contact information is correct, click on Save & Continue.

DELETE FORM PREVIOUS **SAVE AND CONTINUE**

Federal EIN and DUNS numbers

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit - 443000170

Basic Information	General Financial Contact	Organization Numbers	Remittance Information
Further Details			
Federal Employer Identification Number *			
<input type="text" value="555555555"/>			
Dun and Bradstreet Number (DUNS) *			
<input type="text" value="666666666"/>			
FCC Registration Number			
<input type="text" value="0123456789"/>			

Enter the library's Federal Employer Identification Number (EIN) and data universal number system number (DUNS). Don't use dashes, hyphens, or spaces.

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

DELETE FORM

PREVIOUS

SAVE AND CONTINUE

Remittance Information

Pioneer County Public Library System - Pioneer County Public

Basic Information

General Financial
Contact

Organization Numbers

Remittance Inform

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?

☒ Yes

Contact Information

First Name

Lauren

Last Name

Abner

Middle Initial

Title

KDLA Technology Consultant

Phone

502-5

Phone

Email

libran

Enter a Remittance Contact; this person will receive e-mail notifications when E-rate reimbursements have been approved/rejected. **The Remittance Contact does NOT have to be an EPC user.** If the General Financial Contact and Remittance Contact are the same person, check the box and the contact information will auto-populate.

Financial Information

Remittance Financial Institution *

Community Bank of Pioneer County

Financial Institution Account Number for ACH *

111111111

ACH Financial Institution Transit Number *

999999999

Please ensure any "0"s at the front of your financial institution account number are included.

Please ensure any "0"s at the front of your ACH financial institution transit number are included.

Enter the name of the library's bank, the transit (routing) number, and the account number where direct deposits should be sent.

Once 'Save

for the 'Tasks' tab.

DELETE

US

SAVE AND CONTINUE

Additional BENs – Leave Blank!

 SAVE DRAFT

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit - 443000170

Basic Information	General Financial Contact	Organization Numbers	Remittance Information	Associated BENs	Principal Communication Types	School or Library Official Certification
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Block 14: Billed Entity Number

If you are an entity that has chosen to receive remittance information from USAC, you must enter the Billed Entity Number associated with this FCC Form 498.

Billed Entity Number
208
<input type="text"/>

Add Additional BEN Number

[Add to List](#)

Once "Save and Continue" is clicked, you will be able to view the Billed Entity Number under the "Tasks" tab.

[DELETE FORM](#)[PREVIOUS](#)[SAVE AND CONTINUE](#)

DON'T add any additional BENs on this page. The library system Billed Entity Number handles invoicing on behalf of all the library branches.

Service Identification

 SAVE DRAFT

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit - 443000170

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs **Principal Communication Types** School or Library Official Certification

Service Identification

Principal School/Library or other Billed Entity Recipient
Communication Type

DELETE FORM

No additional information needed—click on Continue to Certification.

PREVIOUS

CONTINUE TO CERTIFICATION

Continue to Certification

Records / Applicant Entities
#208 - Pioneer County Public

Summary Customer Service Modifications Additional Information Deals News **Related Actions**

Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?

SAVE DRAFT

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAP) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for your organization. Submission requires School or Library Official certification.

Pioneer

Basic Information

Service

Communication

DELETED FOR

Direct deposit - 443000170

Principal Communication Types School or Library Official Certification

PREVIOUS **CONTINUE TO CERTIFICATION**

After clicking on Continue to Certification, a warning reminds you that only users with the permission level "School or Library Official" will be able to edit the form later. Click on Yes.

Review Data

 SAVE DRAFT

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This information is for the organization. All BENs associated with this organization and banking/remittance information s

Pioneer County Public Library System - Pioneer County Public L

Basic Information General Financial Contact Organization Numbers Remittance Informa

Review Data

Please carefully review the data entered on the form for accuracy.

FCC Form 498 #443000170

☒ I have reviewed this form and have determined the information to be accurate.

I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

☒ I certify.

Select the checkbox to certify your FCC Form 498 Pioneer County Public Library FY 2018 direct deposit

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

REJECT AND DELETE FORM

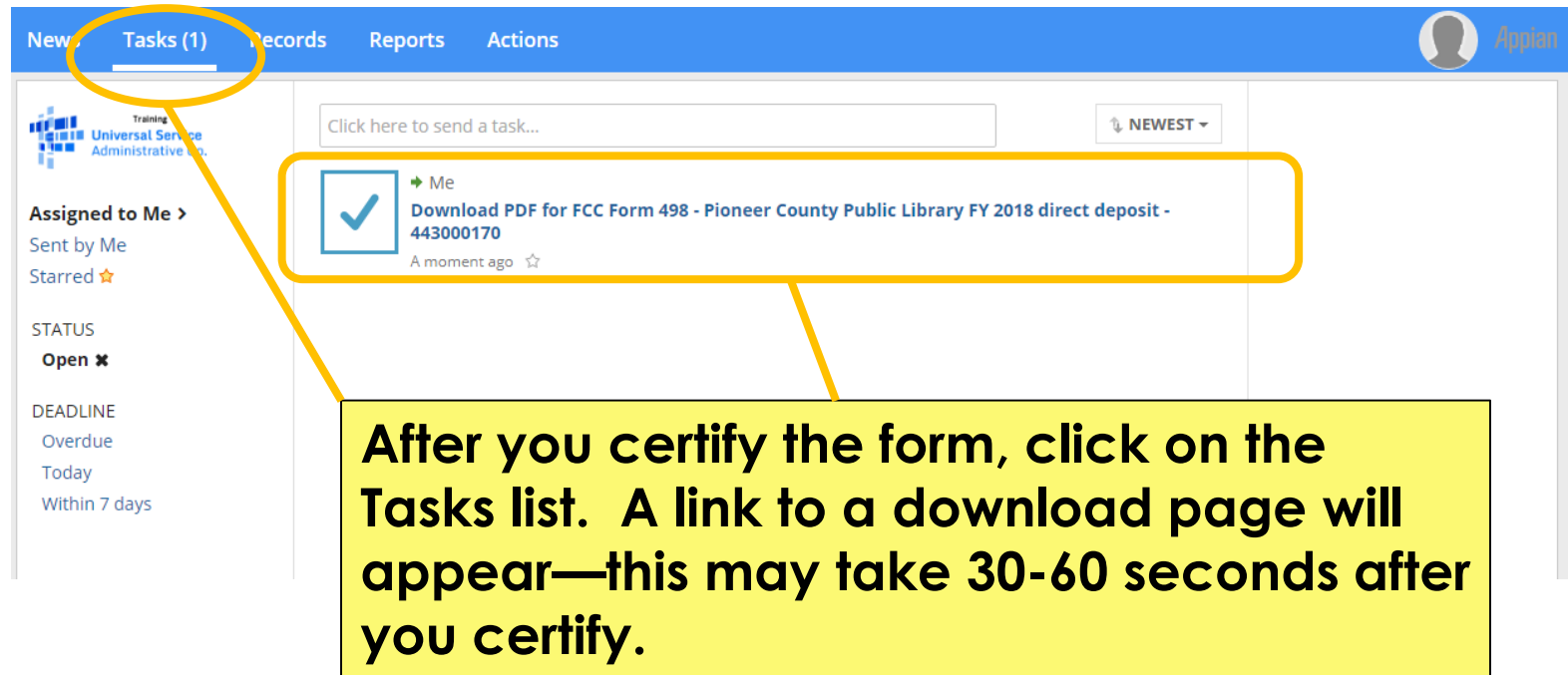
PREVIOUS

CERTIFY

Click on the hyperlink with the FCC Form 498 #. A separate window or tab will open so you can double-check what you entered. Click on the Previous button to go back and make changes.

If the information on the draft form is correct, check both boxes. Then click on the Certify button.

Download link on Tasks List



The screenshot shows the Applan interface with a blue header bar containing 'New', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The 'Tasks (1)' tab is circled in yellow. On the left, a sidebar lists 'Assigned to Me >', 'Sent by Me', 'Starred ☆', 'STATUS Open ✕', and 'DEADLINE Overdue Today Within 7 days'. The main area displays a task card for 'Download PDF for FCC Form 498 - Pioneer County Public Library FY 2018 direct deposit - 443000170' with a checkmark icon and 'A moment ago ☆'. A yellow box highlights this task card, and a yellow callout box points to it with the text: 'After you certify the form, click on the Tasks list. A link to a download page will appear—this may take 30-60 seconds after you certify.'

After you certify the form, click on the Tasks list. A link to a download page will appear—this may take 30-60 seconds after you certify.

Download link on Tasks List

News Tasks (1) Records Reports Actions

Applan

SAVE DRAFT

Download PDF for FCC Form 498 - 443000170 - Pioneer County Public Library FY 2018 direct deposit

Download Document Link:
USAC_FCC_FORM_498_APPLICATION_443000170

DONE

Click on the link to download a PDF copy of the Form 498 for your E-rate records.

Make sure to click on the Done button after downloading the PDF. If you don't click on Done, an entry will remain on your Tasks list and you may receive periodic email reminders to complete the task.

Your library's Form 498 ID



Pioneer County Public Library FY 2018 direct deposit
Page 1 of 2

FCC FORM 498
Form #443000170

Form 498 IDs
are nine-digit
numbers
starting 443.

Organization Information

Name: Pioneer County Public Library System
Mailing Address: 100 Main Street Boonesburg,
KY 41700
Doing Business As:

Federal EIN: 555555555
Dun and Bradstreet Number (DUNS):
666666666
FCC Registration Number: 0123456789

Remittance Contact

Same as the General Financial Contact?:

Name: Lauren Abner
Title: KDLA Technology Consultant
Phone Number: 502-564-1728 Ext
Email Address:
library.system10.user1@mailinator.com

Holding Company

Name:
Federal EIN:

Your library's Form 498 ID is listed on the copy of the form you download from the Tasks list. **You'll need this number to validate your library's banking information.** Once the banking information is approved, the Form 498 ID will automatically appear in a drop-down on your library's BEAR forms.

ACH Financial Institution Number:
XXXXXXXXXX
Financial Institution Account Number for ACH:
XXXXXXXXXX

Validation of Banking Information

Updates added 8/30/2018

Documentation to Provide

- You'll need to send at least one of the following to USAC after certifying your Form 498:
 - **First page of a banking statement** that clearly indicates the library name, bank name, transit (routing) number, and account number; **OR**
 - **Voided check** that indicates the library name, bank name, routing number and account number.

Upload Banking Documentation

<https://efile.universalservice.org/ServiceProviderManagement/V1/BankValidation>

After certifying the Form 498, you should upload banking documentation as soon as possible (preferably immediately!).

This field requests the library's Form 498 ID found in the upper right corner of the certified form.



E-FILE

UPLOAD DOCUMENTS

To: Processing Team

Company Name

Confirmation No/Filer ID/Form 498 ID

Name (first, middle initial, last)

First

MI

Last

Phone Number

xxx-xxx-xxxx

Ext.

Email

Please attach only one file; acceptable extensions are 'png', 'bmp', 'jpeg', 'jpg', 'gif', 'doc', 'docx', 'pdf', 'xls', 'xlsx', 'ppt', or 'pptx'.

Attachment: No file chosen

Send

Exit

Link updated 8/30/2018

Alternative: Email Documentation

- If you see errors when trying to access the upload page for banking documentation (previous slide):
 - Send an email to 498bankverification@usac.org that includes:
 - Library name
 - Form 498 ID (9-digit number starting 443)
 - Name, phone, & email for library contact person
 - Scan of voided check or bank statement showing the bank name, routing number, and account number

Slide added 8/30/2018

Email Notification

If you have not uploaded your documentation, you may receive an email notice from USAC directing you to do so.

From: USAC Customer Support [<mailto:customersupport@usac.org>]
Sent: Tuesday, June 21, 2016 4:59 PM
To: [REDACTED]
Subject: Banking Information Required for 498 ID (SPIN)

Send USAC a clear image of a voided check or a statement from your financial institution.
[View this message as a web page](#)



Helping Keep Americans Connected | www.usac.org

Banking Information Required for 498 ID

[REDACTED],

We have begun reviewing your FCC Form 498 application for [REDACTED], and need additional information in order to issue your [498 ID](#) to be used on your BEAR* invoice:

1. A clear image of a voided check, or
2. A statement from your financial institution that includes the bank name and your account number.

Please [submit the documentation](#) online. In the form, provide this information:

- Confirmation No./ Filer ID / Form 498 ID: **443** [REDACTED]
- Company Name: [REDACTED]

If you need further assistance, please call us, Monday through Friday from 9:30 am to 4:30 pm ET, at (888) 641-8722 and select option 5, then Option 2, or [email us](#) any time.

Thank you,

USAC Customer Support
(888) 637-6226; finopsprocessing@usac.org
usac.org/sl

*Billed Entity Applicant Reimbursement (BEAR) for the Schools and Libraries (E-rate) Program

Form 498 Rejection Notice

From: [REDACTED]
To: Abner, Lauren (KDLA)
Cc:
Subject: Fwd: Rejection for FCC Form 498 for [REDACTED] COUNTY PUBLIC LIBRARY - 443 [REDACTED]

Sent: Thu 6/23/2016 4:09

----- Forwarded message -----

From: **498 Bank Verification** <498BankVerification@usac.org>

Date: Thu, Jun 23, 2016 at 12:51 PM

Subject: Rejection for FCC Form 498 for [REDACTED] COUNTY PUBLIC LIBRARY - 443 [REDACTED]

To: "[REDACTED]" <[REDACTED]>

Dear [REDACTED],

USAC has reviewed your Form 498 for [REDACTED] COUNTY PUBLIC LIBRARY 498ID 443 [REDACTED] and are unable to process this request due to the following issue(s):

- The banking information entered on your FCC Form 498 does not match the banking documentation submitted for verification (banking account # does not match). Please submit new banking documentation or update the banking information on the FCC 498

If you have questions, please call us between 9:30 AM-4:30 PM ET Monday through Friday, at [\(888\) 641-8722](tel:8886418722) and select option 5, or email us at customersupport@usac.org.

Thank you,

USAC

The information contained in this electronic communication is confidential and may be privileged information. If you are not the intended recipient, please do not disseminate, copy, or use the information. If you have received this communication in error and that any use, disclosure, or distribution of the information is unauthorized, please notify the sender immediately and delete the communication from your system.

If your banking validation document doesn't match the account information you listed on the Form 498, USAC will reject your form. You'll be asked to submit new documentation or to update your Form 498 (see next section).

tial or
mication

Form 498 Approval (1/2)

- Once the banking documentation is approved, USAC will send a confirmation email from 498Bankverification@usac.org. Usually in 1-2 business days, your library's Form 498 ID will appear in Block 1 on BEAR Forms.
- USAC will maintain your documentation only as needed to validate your banking information or as required by the Federal Communication Commission's records requirements. These documents will otherwise be destroyed.

Form 498 Approval (2/2)



Thu 5/10/2018 10:11 AM

498Bankverification@usac.org

Your 498 ID is Approved

To: Abner, Lauren (KDLA)

The approval notice may have a subject line like, "Your 498 ID is Approved".

Screen cap updated
8/30/2018



Universal Service
Administrative Co.

Your 498 ID is Approved!

Dear Lauren,

We finished verifying the banking information for KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES, and your [498 ID](#) (SPIN) is now approved and ready to use on your BEAR* invoice!

Your 498 ID number is 443 [REDACTED]

Login to the [legacy Apply Online system](#) to start the [BEAR invoicing process](#).

If you need further assistance with your Form 498 ID, please call us, Monday through Friday from 9:30 AM to 4:30 PM ET, at (888) 641-8722 and select option 5, then Option 2, or [email us](#) any time. For assistance with invoicing, call (888) 203-8100 or [Submit a Question](#) online.

Thank you,

USAC Customer Support
Form 498 ID help: (888) 637-6226; FinOps-Processing@usac.org
Invoicing help: (888) 203-8100; [Submit a Question](#)
usac.org/sl

*Billed Entity Applicant Reimbursement (BEAR) for the Schools and Libraries (E-rate) Program

Modifying a Form 498

Necessary only if your library's remittance information changes.

Records Search

The screenshot shows the Applan web application interface. At the top, there is a blue navigation bar with tabs for 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Records' tab is highlighted with a yellow circle. On the right side of the navigation bar, there is a user profile icon and the name 'Applan'. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with the 'Universal Service Administrative Co.' logo and a list of categories under 'All >'. On the right, there is a list of records, each with a document icon, a title, and a subtitle. The 'Records' tab is highlighted with a yellow circle. A yellow callout box with a black border contains the text: 'If your library's direct deposit information changes, you'll need to modify the Form 498. To locate the form, click on the Records tab and then Click on FCC Forms 498.' A yellow line points from the 'Records' tab to the callout box. Another yellow line points from the callout box to the 'FCC Forms 498' record entry, which is also highlighted with a yellow box.

News Tasks **Records** Reports Actions

Training
Universal Service
Administrative Co.


All >

- Appeals
List of Appeals
- Applicant Entities
List of Applicant Entities
- COMAD Outreach
List of available organizations for COMAD outreach
- Consulting Firms
List of Consulting Firms
- Customer Service Cases
List of Customer Service Cases
- FCC Forms 470
List of FCC Forms 470
- FCC Forms 471
List of FCC Forms 471
- FCC Forms 486
List of FCC Forms 486
- FCC Forms 498**
List of FCC Forms 498
- FCC Forms 500
List of FCC Forms 500

If your library's direct deposit information changes, you'll need to modify the Form 498. To locate the form, click on the Records tab and then Click on FCC Forms 498.

View List of Your Form(s) 498

[News](#) [Tasks](#) [Records](#) [Reports](#) [Actions](#)

 [Appian](#)

FCC Forms 498

STATUS | *Any*

Pi	Pioneer County Public Library FY 2018 direct deposit - #443000170 Status: Certified
Pi	Pioneer County Public Library Direct Deposit FY 2017-18 revised - #443000141 Status: Certified
Wh	Whitaker Bank 2016 - #443000075 Status: Deactivated
Pe	Peoples Bank of Pioneer County 2016 - #443000071 Status: Certified
Pi	Pioneer County Public Library direct deposit FY 2016 - #443000028 Status: Deactivated

Only your library's form(s) should display. Click on a form's nickname to view the form.

Pioneer County Public Library FY 2018 direct deposit - #443000170
Status: Certified

Pioneer County Public Library Direct Deposit FY 2017-18 revised - #443000141
Status: Certified

Whitaker Bank 2016 - #443000075
Status: Deactivated

Peoples Bank of Pioneer County 2016 - #443000071
Status: Certified

Pioneer County Public Library direct deposit FY 2016 - #443000028
Status: Deactivated

Deactivate or Modify Form

News Tasks **Records** Reports Actions

Records / FCC Forms 498

Pioneer County Public Library FY 2018 direct deposit - #443000170

Summary Generated Documents News Related Actions

Click this button to deactivate a Form 498.

Click on this button to modify a Form 498.

General Information

Form Nickname	Pioneer County Public Library FY 2018 direct deposit	Created Date	4/26/2018 10:44 AM EDT
Organization Name	Pioneer County Public Library System	Created By	library.system10.user1@mailinator.com
Mailing Address	100 Main Street Boonesburg, KY 41700	Certified Date	4/26/2018 11:08 AM EDT
		Certified	
		Last Modified Date	
		Last Modified	
		DBA or FKA Name	
		Holding Company Name	
		Federal EIN	
		FCC Registration Number	0123456789

Modifying the Form

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit - 443000170

Basic Information	General Financial Contact	Organization Numbers	Remittance Information
Application Nickname Please enter an application nickname here * <input type="text" value="Pioneer County Public Library FY 2018 direct deposit"/>			
Organization Information Name Pioneer County Public Library System Name Company is Doing Business As (DBA) or Formerly Known As (FKA) <input type="text"/> Holding Company Name <input type="text"/>			

**Edit each page as needed.
You'll certify the form
again—just like when you
completed it the first time.
You MUST resubmit a
verification document.**

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

CANCEL

SAVE AND CONTINUE

Contact USAC

- **Form 498 approval questions:**
 - USAC Customer Operations: 1-888-641-8722
**option 3 for Schools and Libraries program,
then follow menu options**
 - customersupport@usac.org
- **All other E-rate invoicing or general issues:**
 - USAC Client Service Bureau: 1-888-203-8100.
 - File a customer service case in the [E-rate Productivity Center \(EPC\)](#)

Questions?



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(502) 564-1728



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